

RECRUIT ORIENTATION WORKBOOK

Recruit Name: _____



SEA CADETS

Name:

CHAIN OF COMMAND

LESSON 14

Directions: Draw your unit's chain of command. Include the individuals' names.

Name:

CADET REQUIREMENTS

LESSON 17

Directions: In the spaces below, write the requirements for cadets to remain in good standing in the Sea Cadets.

Age & Grade	
Physical Fitness	
Academic Standing	
Attendance	
Medical Exam	
Moral Character	
Annual Training	
Satisfactory Progression	
NOTES	

Name:

REQUIRED KNOWLEDGE

LESSON 6A

Directions: Memorize the following verbatim (word-for-word).

Sea Cadet Core Values

Honor, Respect, Commitment, and Service

Sea Cadet Oath

I promise to serve faithfully, honor our flag, abide by Naval Sea Cadet Corps regulations, carry out the orders of the officers appointed over me, and so conduct myself as to be a credit to myself, my unit, the Naval Sea Cadet Corps, the Navy, the Coast Guard, and my country (so help me, God).

Eleven General Orders of the Sentry

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from posts more distant from the guard house than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentry who relieves me all orders from the Commanding Officer, Command Duty Officer, Officer of the Deck, and Officers and Petty Officers of the Watch only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the Officer of the Deck in any case not covered by instructions.
10. To salute all officers and all colors and standards not cased.
11. To be especially watchful at night and during the time for challenging, to challenge all persons on or near my post, and to allow no one to pass without proper authority.

Name:

PHYSICAL FITNESS

LESSON 12

Directions: Fill in the form after you have completed the initial PRT, then create a plan for improving your fitness level.

Element	Minimum for your age and gender	Results from initial PRT	Goal for Final RO PRT
Forearm Plank			
Push-ups			
1-mile run/walk			

MY WEEKLY FITNESS PLAN

Health and fitness experts recommend that children/teens get 60 minutes of physical activity (PA) daily. Activities can include:

- Transportation (e.g., biking or walking to school)
- Planned exercise
- Physical education/Sports
- Free play
- Work

If you aren't already active, start by being active at least five days a week without two days of inactivity in a row. You should be active for at least 30 minutes daily, working up to 60 minutes daily. This includes exercise as well as any other physical activity. Try to accomplish cardiorespiratory exercise (running/jogging, biking, rowing, dancing, swimming, elliptical machine, stair climbing, hiking, skipping rope, etc.) at least 30 minutes on most days, with 2-3 days of muscle strengthening exercises.

Write down your fitness plan to improve your PRT below:

Day of the Week	How I will get 60 mins of Physical Activity	Types of PA included
Sunday		<input type="checkbox"/> Cardio <input type="checkbox"/> Strength
Monday		<input type="checkbox"/> Cardio <input type="checkbox"/> Strength
Tuesday		<input type="checkbox"/> Cardio <input type="checkbox"/> Strength
Wednesday		<input type="checkbox"/> Cardio <input type="checkbox"/> Strength
Thursday		<input type="checkbox"/> Cardio <input type="checkbox"/> Strength
Friday		<input type="checkbox"/> Cardio <input type="checkbox"/> Strength
Saturday		<input type="checkbox"/> Cardio <input type="checkbox"/> Strength

Name:

MILITARY BEARING

LESSON 5

Directions: Circle the behaviors allowed in Sea Cadets or expected of a Sea Cadet.

Exercising	Making fun of someone	Sharp Appearance	
Whining or making excuses	Horsing around	Saying yeah or nah	Rolling eyes
Talking back	Saying "Yes, sir/ma'am" or "No, sir/ma'am"	Asking questions	Being lazy
Playing games	Laughin	Having fun	Eating lunch with friends
Wearing civilian clothes	Holding hands	Telling jokes	Speaking respectfully
	Making mistakes		Helping others
			Grooming standards & haircuts
			Playing sports
			Bullying

CLOSE ORDER DRILL

LESSON 11

Directions: Fill in the missing words using the word bank.

The purpose of drill is to:

1. Move a unit from one place to another in a standard, _____ manner, while maintaining the best _____ possible.
2. Teach _____ by instilling habits of _____ and automatic response to orders.
3. Increase the _____ of leaders through the exercise of command when they give proper _____ and control drilling units.
4. Enhance _____ by developing team _____.

WORD BANK

precision
morale
appearance

spirit
orderly
discipline

commands
confidence

Directions: Draw a line between the term and its definition within each column.

Element	A small number of cadets assembled for drill who are assigned to fall in together in a rank.	Cover	The space between elements front to back.
Alignment	An individual, squad, section, platoon, company, or another group, that is part of a larger unit.	Distance	The space between elements side to side.
Squad	A specific arrangement of cadets when they are all together.	Interval	Any line of elements placed side-by-side.
Formation	Being in a straight line with other cadets, side by side.	Rank	Getting in a straight line (column) with other cadets, front to back.

Name:

SEA CADET RANK INSIGNIA

LESSON 15A

Directions: Match the rank and insignia by drawing a line.



SR



SA



No Shoulder
Insignia

SN



PO3

No Shoulder
Insignia

No NWU
Insignia

PO2



PO1



CPO

No NWU
Insignia

Name:

OFFICER RANK INSIGNIA

LESSON 15B

Directions: Match the rank and insignia by drawing a line.



INST



No Shoulder Boards

MIDN



WO



ENS



LTJG



LT



LCDR



Name:

RIBBONS AND AWARDS

LESSON 26

Directions: Circle the awards you hope to earn while in the program.

Command Badges



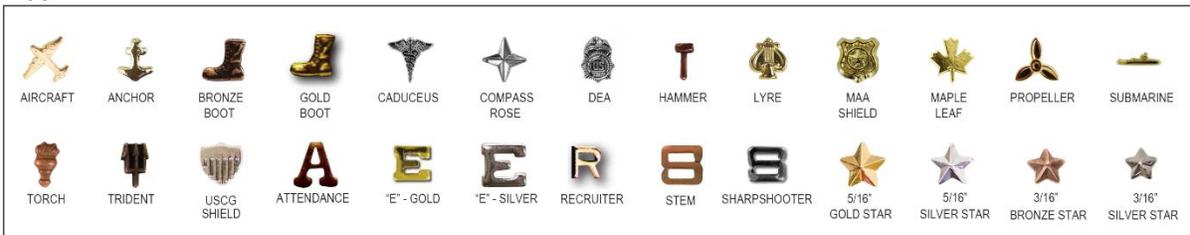
Qualification Devices



Ribbons



Appurtenances



Name:

SEA CADET UNIFORMS

LESSON 44A

Directions: Write down the important things to remember for each article.

SERVICE DRESS UNIFORMS

Flashes

Cover (Hat)

Name Tag

Ribbons

Rank Insignia

Jumper

Neckerchief

Belt

Undergarments

Shoes

Trousers

Socks



Name:

SEA CADET UNIFORMS

LESSON 44B

Directions: Write down the important things to remember for each article.

NAVY WORKING UNIFORM (NWU) TYPE III AND TYPE I

Rank insignia

8-Point Cover (Hat)

Flashes - NWU
Type III

USNSCC Tape

Flashes - NWU
Type I

Blouse

Name Tape

Sleeves

Undershirt

Belt

Trousers

Combat Boots

Socks



Name:

SEA CADET TERMINOLOGY

LESSON 31

Directions: Highlight or circle any of the terms you don't know, then study them

IMC Announcement – An announcement (made by loudspeaker or email) given to the entire unit to provide general information

All hands – Everybody - the entire crew, both officer and enlisted

AT - Advanced Training, a week or longer training for NLCC and NSCC cadets in various specialties and topics.

Aye – Yes, or I understand

Aye-aye - Reply to an order or command meaning "I understand and will comply."

Barracks – A building onshore where Sailors live/sleep

Below – Downstairs

Berthing – Sleeping area

Billet – An assigned position or job in a unit or training contingent

Boondoggle - Any disorganized, inefficient evolution or activity or project that is a waste of time or money

Boot Camp – See RT

Bravo Zulu - Originally "BZ" was a flag signal meaning "Well Done." Now used by seniors to praise subordinates in one form or another

Bulkhead - Wall

Bunk or rack – Bed

Cadence – Call and response song sang while marching or running, used to keep everyone in step and at the right pace.

Captain's Call – Mandatory group meeting with the Commanding Officer

Carry on - An order to resume work or duties

CDO, Command Duty Officer – The officer assigned to carry out the unit's routine during a day of drill

Chief's Call – Cadet Leading Chief Petty Officer's meeting with the cadets to discuss issues or concerns or pass information

Chit, chit book – Request form (supply chit, ribbon chit, medical chit, etc.); a book of such items

Chow - Food

Chow hall (mess deck) – Slang term used by soldiers and Marines for a dining facility, a building where you eat meals (see Mess Decks)

Close order drill – Military practice in marching, maneuvering, and formal handling of rifles in which the cadets perform at close intervals

Name:

Colors - Raising or lowering of a national flag, the national colors is the American Flag, aka national ensign. Each military branch also has its own organizational colors.

CO – Commanding Officer, the head officer in charge of a Sea Cadet unit.

Commands – Directions from a superior that must be followed

Compartment – Room, space

COTC – Commanding Officer of the Training Contingent; CO of a Sea Cadet or League Cadet training.

Cover – Hat worn in uniform, including ball caps

Crow – Slang term for the eagle adorning the Petty Officer rank insignia.

Deck – The floor or ground. Technically the horizontal planking or plating that divides a ship into layers.

Detail – A small part of a larger group put together temporarily for a purpose (e.g., work detail, painting detail, marching detail)

DFAC – Dining facility on Army or Air Force Bases (as compared to galleys in the Navy and mess halls in the Marine Corps)

Dixie Cup - The canvas white hat Sailors and cadets PO1 and below wear with their dress uniforms.

Ensign – First rank of a Navy or Coast Guard officer between the rank of chief warrant officer and lieutenant junior grade; national flag (see colors)

Executive Officer – The officer that is second in command. Aka XO

Fast – Snugly secured (e.g., hold fast, stand fast)

Field day – Deep cleaning of heads, spaces/compartments, and passageways

Flag officer – Any commissioned officer in pay grade O-7 or above

FOD Walk Down – An organized search of the deck/ground for trash – from the search done on an aircraft carrier flight deck or hangar deck looking for foreign object debris (FOD) that a jet engine might ingest

Gangway – A raised platform or walkway providing passage, typically onto a ship; an order meaning to clear the way

Gear adrift – Items not stowed away properly

Gear locker – Storage room

Geedunk – Snacks, candy, gum, or place that sells them

Gig - A form of point deduction for an unsatisfactory inspection, either personal, uniform, or rack and locker inspections, depending on the severity. Used as both a noun and a verb.

Name:

Gig line - The visual line formed by a uniform's trouser zipper, belt buckle, and shirt seam

Gouge - The inside scoop, the skinny, the low-down. Only the critical information you need to know in a given situation, with nothing else to waste your time

Gundeck - Falsifying or misrepresenting records and reports. Gundecking reports constitute falsifying official documents and can be punishable.

Hatch - A horizontal opening on the DECK leading to the cargo hold or other space in the lower part of a ship or boat (it's not the same as a door).

Head - Bathroom; Head call - bathroom break. Say "Request permission to make a head call" if you want to use the head.

Leadership Billet - A billet at training in which a registered staff cadet has responsibility for ≥10 subordinate cadets

Ladder - A device to allow movement from one level to another; stairs

League Cadets - Younger cadets ages 10-13; Navy League Cadet Corps members.

Leave - Vacation or time off.

Liberty - Permission to leave the base, usually for not more than 96 hours; "Base liberty" = free time on the base

Log - Book or ledger in which data or events during a watch are recorded. (e.g., watch log, deck log, CDO log)

Look alive - Command to be alert or move fast.

Lucky Bag - Collected unclaimed personal items or such things confiscated as gear adrift.

Malingering - Pretending to be sick or injured to get out of an unpleasant task or evolution, such as PT or a working party. Grounds for disciplinary action.

Make a hole/Make way/Gangway - Move out of the way so people may pass

Master at Arms (MAA) - Staff cadet who is the regulations and discipline enforcer of the unit, runs working parties, works directly for the CO, and reports to the CDO for watch concerns. AKA MA, the rating (job title) for Navy law enforcement personnel

Messenger of the Watch (MOW) - Member of the Quarterdeck watch team. Walks the building or area, looking for fire and security problems.

Mustering - To assemble the division; roll call

NEX - Navy Exchange; department store for the Navy

NLCC - Navy League Cadet Corps. Junior version of the Sea Cadets for grades 5th-8th

Name:

NLO – Navy League Orientation, a one-week orientation (“boot camp”) for Navy League Cadets

Officer’s (or staff) Call – Meeting for the officers (staff) only

Officer’s Country - Area where the officer’s berthing and wardroom are located, cadets are not allowed into Officer’s Country without permission

Officer of the Deck – Senior Member of the Quarterdeck Watch Team.

Orders – Instructions

Overhead – Ceiling

PAC - Polaris Advancement Course – academic requirements at each rate, administered on the NSCC’s online learning platform Polaris

Passageway – Hallway; aka “p-way”

Petty Officer of the Watch (POOW)
- Member of the Quarterdeck Watch Team. Records items in the Deck Log. Trains and monitors the Messenger of the Watch.

POD – Plan of the Day, the official schedule and notes published by a training command or unit (see POM below)

POLA - Petty Officer Leadership Academy – a one-week training in basic leadership; NSCC cadets must be an SN or PO3 to attend POLA

POM - Plan of the Month, the official schedule and notes published by a unit each month

Port – The left/left side

PRT – The Physical Readiness Test where a cadet is required to perform a plank, pushups, and a 1-mile run in a given time based on age & sex

PQS - Personnel Qualification Standards – a set of practical requirements for each rate, which must be satisfactorily demonstrated to unit personnel prior to advancement

PT - Physical Training. A required exercise regimen during Sea Cadet evolutions

PT Gear – The athletic clothes required to be worn for unit physical fitness activities

Quarterdeck – Designated area or formal space at the entrance of a building or ship where you request permission to enter

Quarters - Assembling of all hands for muster, instruction, and inspection (morning and evening quarters)

Rack – A bed, aka “bunk.”

Rate – The title of a Navy sailor, takes their job specialty (rating) and their rank (E-1, E-6, etc.), e.g., MM2 is a machinist mate second class;

Rating - A job specialty title in the Navy (Master at Arms, Corpsman, Boatswain's Mate)

Name:

Reveille - Wake up, start a new day. Also played as a bugle call on military bases. Opposite of "Retreat," which is played at the end of the workday when colors (flags) are taken down.

RT - Recruit Training – a 9-day indoctrination ("boot camp") for new Sea Cadets

Salt and Peppers – Dress uniform worn by NLCC Cadets, white shirt and black trousers

Salty – Older and more experienced (from being at sea a long time). What Chiefs are.

Scullery - Place in the galley to wash dishes

Scuttlebutt - Drinking fountain; a rumor

Seabag - A large green canvas bag used to pack Sea Cadet gear. Equivalent to the Army's duffle bag.

Seabag Inspection – Official check of items based on a seabag list.

Seabag Issue – All the uniforms that the unit has issued

Sea lawyer – One who makes excuses or tries to get out of trouble by trivial technicalities

Secure – To lock up; put away; stop work.

Shipmate - Any fellow cadet

Sick call – Time the medical staff sees cadets for aches and pains

Sickbay - Hospital or clinic

Starboard – Right/right side

Stateroom – A room where an officer sleeps

Supply call – Time when the Supply staff will exchange and issue uniform parts

Swab – Mop/to mop

Taps – Time to sleep, end of the day. The bugle call played at the end of the day on military bases, funerals, and other memorial ceremonies.

Tattoo – Bugle call played fifteen minutes before taps on military bases to signal time to prepare to hit the rack (sleep)

Topside - Upstairs

Turn to - To begin or get back to work

UA – Unauthorized absence (Navy term for

AWOL –absent without leave)

Unsat – Below standards; not passing

Wardroom - Officer's mess or dining room. Also used to collectively refer to all the officers at a command

Wheel book - A small pocket-sized notebook carried by leaders, Petty Officers, and Chiefs.

Working party – A group of personnel, led by a supervisor, tasked with a job such as taking the trash out or moving equipment